

U.S. DEPARTMENT OF STATE
Embassy of the United States in Malabo
Notice of Funding Opportunity

Funding Opportunity Title: **U.S. Embassy Malabo Africa Regional Democracy Fund 2022**

Funding Opportunity Number: **DOS-MAL-ARDF-FY22**

Deadline for Applications: **July 15, 2022**

Assistance Listing Number: **19.225 –**

Total Amount Available: **\$350,000**

A. PROGRAM DESCRIPTION

U.S. Embassy Malabo announces an open competition for organizations to submit applications to carry out a program to promote accountable transparent governance, promote human rights and fundamental freedoms, and support democracy processes and promotion of strong democratic norms. Please follow all instructions below.

Program Objectives:

Activities that are typically funded target one or more of the following goals:

- Support local civil society entities, including think tanks, academic research, watchdog groups, media associations, journalists, and other civil society actors to advocate for legislative transparency, accountability, and oversight at all levels of government.
- Provide specialized, technical support to support democratic governance, with a particular focus on legislative oversight.
- Support the protection, mitigation, and responses to human rights violations and abuses, in particular human rights violations affecting the most vulnerable, by strengthening human rights frameworks, institutions, and oversight.
- Support to local, and key international, human rights organizations and institutions to promote human rights systems, policies, and protection, with particular focus on women and youth.
- Strengthen the capacity of community-based organizations, including faith-based organizations; and resident, vendor, or other associations through civic education and citizen participation to advocate for democratic rights and norms that advance public involvement in civic life.
- Support local civil society to hold government accountable for free, fair, and credible electoral and political processes.
- Support throughout the electoral cycle, not only the voting process, at the national, regional, or local level. Support could include providing assistance to help increase the percentage of women holding elected and appointed national, regional, and local offices; support for

legislative that ensures fair processes; independent journalism on electoral issues; and issue-based political party development with civil society input.

- Support to political processes, such as peace processes and negotiations, which seek long-term democratization and respect for human rights and accountability with a particular focus on empowering women, youth, and marginalized and vulnerable populations.

B. FEDERAL AWARD INFORMATION

Length of performance period: **6 to 12 months**

Number of awards anticipated: **5 awards (dependent on amounts)**

Award amounts: **awards may range from a minimum of \$20,000 to a maximum of \$100,000**

Total available funding: **\$350,000**

Type of Funding: **FY2022 Africa Regional Development Fund**

Anticipated program start date: **January 2023**

This notice is subject to availability of funding.

Funding Instrument Type: **Grant**

Program Performance Period: **Proposed programs should be completed in 12 months or less.**

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- **Local not-for-profit organizations, including think tanks and civil society/non-governmental organizations**
- **For-profit organizations**
- **Public International Organizations**

2. Cost Sharing or Matching

Cost sharing or matching is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at the embassy website and grants.gov.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English or Spanish (*please note, all final grant agreements and paperwork will be in English*)
- All budgets are in U.S. dollars and Central African Franc
- All pages are numbered

The following documents are **required**:

Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations)** at <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>
- **SF-424A (Budget Information for Non-Construction programs)** at <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

Proposal (4 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?

- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Sustainability** Applicant's plan for continuing the program beyond the grant period
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant? Please include the below information:
 1. Describe the objective(s) of the project. What change will be achieved as a result of the project? Who will be affected? Where will the change take place?
 2. Describe the project activities that must be completed for the project to succeed. Why has your organization chosen these activities? Who will conduct the activities? What materials/resources are necessary for activities? Describe any collaboration(s) with other organizations/groups on your project activities.
 3. Describe how your organization will monitor and report on the project's progress. What data will you collect, when, and how? How will you document your project's process and the activities carried out? Who will conduct the program monitoring and reporting?
 4. What are the organization's and/or community's contributions to this project? Please be specific and list items and their monetary value.
 5. Please describe how the project will be self-sufficient at the end of the funding. How will your project continue once funding from this grant ends?

Applicants are encouraged to include additional indicators they may believe will assess project impact. More information on M&E plans is located <http://www.state.gov/j/drl/p/c35797.htm>

Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations applying for grants must obtain these registrations. All are free of charge:

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension."

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal

awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must mirror www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

4. Submission Dates and Times

Applications are due no later than **July 15, 2022**.

5. Funding Restrictions

These funds may not be used for any military or paramilitary purposes. These resources also generally may not be used to support police, prisons, or other law enforcement forces or foreign intelligence services.

6. Other Submission Requirements

All application materials must be submitted by email to MalaboPolEconGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 20 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability – 5 points: Program activities will continue to have positive impact after the end of the program.

Support of Equity and Underserved Communities – 5 points: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: *Describe payment methods (Payment Management System?) and frequency.*

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program’s goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Financial reports should be submitted halfway through the period of performance accompanied by a narrative explaining the status of funds and activities and anticipated changes to the budget or activities. Recipients should be prepared to respond to telephone or email correspondence from the embassy asking for process reports. Recipients should include travel expenses for appropriate personnel to travel to the embassy to provide one mid-term progress report in person and a final report.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: MalaboPolEconGrants@state.gov

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a

copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.